



Seahurst Banquet Hall



Shorewood Meeting Room



Manhattan Meeting Room



Lakeview Meeting Room

Rental Rates

- Rental Hours: 8am - Midnight Monday - Sunday
- Business Hours: 8:30am-8:00pm Monday-Thursday & 8:30am - 5:00pm Friday

Business Hours Rates		
Seahurst Banquet Hall	\$60 per hr	\$75 per hr w/ alcohol
Meeting Rooms	\$30 per hr	\$45 per hr w/ alcohol
Non-Business Hours Rates		
Seahurst Banquet Hall	\$75 per hr	\$90 per hr w/ alcohol
Meeting Rooms	\$45 per hr	\$60 per hr w/ alcohol

Category 1

Non-profit agencies based in the Highline community and/or those who contribute to the Parks, Recreation, and/or cultural services of the City of Burien. Non-profit groups must be established as a tax exempt 501(c)(3) charitable organization and is exempt from payment of income taxes by federal and state law, and has been in existence for a minimum of six (6) months preceding the date of the rental request. *(Pursuant to Federal regulations and County requirements, church groups must be charged full rate. The Center may make space available to churches or other organizations that would use the space for religious purposes, however, rates for such activities by these groups must be considered at the same rates as private events).* **\$20 flat rate (max of 4hrs) meeting rooms only during business hours. Groups will be charged full rate if they are serving alcohol.**

Damage Deposits

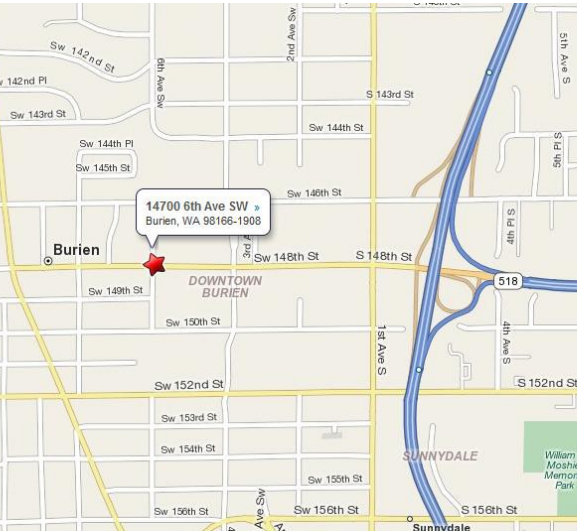
Seahurst Banquet Hall	\$200 - \$500
Meeting Rooms	\$50 - \$350

*Damage Deposits will vary depending on the type of rental. Renters will be provided a questionnaire at time of booking to determine deposit amount.

The Damage Deposit is required in-full at the time of reservation. Rentals must be booked fourteen (14) days in advance. Rental request booked less than fourteen (14) days may not be approved by facility supervisor. Renters will be notified within seven (7) days if their request has been approved. Denied request will receive full refund and will be credited or mailed damage deposit no more that fifteen (15) days.

Rental Groups should expect their Damage Deposit refunds mailed no more that fifteen (15) business days after the event for groups adhering to the rental use conditions.

Directions to Burien Community Center



From Tacoma (heading north): Take I-5 (north) to exit 154. At exit 154 you will merge onto HWY 518 toward BURien. HWY 518 becomes S 148th St. You will proceed straight through the intersection of 1st Ave S and continue driving west on 148th street. Merge to the right lane. Continue to the THIRD stoplight (at 6th Avenue SW) and take a right, driving north. The driveway entry will be on your right.

From Seattle (heading south): From I-5 S, take the Burien/HWY 518/SeaTac Airport Exit. Continue on HWY 518 toward Burien. HWY 518 W becomes S 148th St. You will proceed straight through the intersection of 1st Ave S and continue driving west on 148th Street. Merge to the right lane. Continue to the THIRD stoplight (at 6th Avenue SW) and take a right driving north. The driveway entry will be on your right.

From Renton: Take HWY-167 S/Valley Fwy. Merge onto I-405 S toward Burien. I-405 becomes WA-518 W. Continue west on HWY-518 until it becomes S 148th St. You will proceed straight through the intersection with 1st Ave S and continue driving west on 148th Street. Merge to the right lane. Continue to the THIRD stoplight (at 6th Avenue SW) and take a right driving north. The driveway entry will be on your right.

Facility Rentals

Burien Community Center
14700 6th Ave SW
Burien, WA 98166



206-988-3700
BurienParks.net



When can I make a Reservation?

Call (206) 988-3700 or visit during business hours:
Monday– Thursday 8:30am- 8:00pm
Friday 8:30am– 5:00pm
Non Refundable Booking Fee of \$15 will be due at booking.
Rentals are accepted on first come, first served basis.
Seahurst Banquet Hall rentals can be requested up to twelve (12) months prior to the desired date.

What do I need to know about making a Reservation?

A designated rental group Representative required to sign the rental contract, be on site during the entire rental & be responsible for their group’s conduct. Customer Service Rep-resentative will open facility & communicate exclusively with this individual.

Rental time reserved includes time needed for set up, decorations, delivery, preparation, event and clean up.

Minimum rental hours are 1 hour during business hours & 2 hours during non business hours. The Seahurst Banquet Hall has a booking minimum of five (5) hours Friday, Saturday and Sunday.

Under no circumstances will the event be allowed to continue after the contracted time. Violations of the policy will result in immediate termination of the event. Charges for the Seahurst Banquet Hall of \$150 for each additional hour or partial hour. Charges for Meeting Rooms of \$50 for each additional hour or partial hour.

Full Rental Payment (balance) is due a minimum of fourteen (14) days prior to the rental date. Rental payment balances not received by this date will result in cancelled reservation. If the rental is booked less than (14) days prior to the rental date, full payment by debit card, credit card, cash-iers check money order or cash must be made at the time of booking.

How many people can the rooms Accommodate?	
Seahurst Banquet Hall	Up to 200 people
Meeting Rooms	Up to 60 people

What happens if I need to change my rental?

Date Change
Requests for Seahurst Banquet Hall will be treated as a cancellation. Please refer to cancellation policy for more information. All other rooms will require fourteen (14) days in advanced and may be accommodated if space and Customer Service Representative is available.

Time Change (Adding Time)
If available, additional hours may be prearranged. Request will require fourteen (14) days in advance and may be ac-commodated if space and Customer Service Representative is available. Please note that not all requests may be granted.

What Happens if I need to Cancel my Reservation?

Business Hours Seahurst Banquet Hall Cancellations greater than 60 days will be charged a \$200 cancellation fee. Cancellations made less than 60 days will forfeit entire damage deposit.

Non Business Hours Seahurst Banquet Hall Cancellations greater than 60 days will be charged a \$250 cancellation fee. Cancellations made less than 60 days will result in a \$500 cancellation fee.

Meeting Rooms Cancellations greater than 30 days will not be charged a cancellation fee. Cancellations less than 30 days will result in forfeit of damage deposit.

Can I have Alcohol at my Event?

Alcohol service and consumption is restricted to bottled or canned beer, wine and champagne. Liquor (gin, whiskey, rum, tequila, etc.) and drinks containing liquor are prohibited. The use of beer kegs is also prohibited. Alcohol is permitted in the rental rooms only.

Serving alcohol without proper approval and permits, and/or in violation of any of the below policies and procedures may result in a Police citation, immediate shut down of your event, forfeiture of your deposit, and/or additional fees and penalties.

Liquor is permitted if the following guidelines have been met.
Private Events:

- Serving Liquor
1. Renters must obtain and apply for Washington State Liquor Control Board Permit (WSLCB) 14 business days before the event.
 2. Obtain Commercial General Liability Insurance (can be purchased through the Parks Department)

- Selling Liquor
1. Obtain Commercial General Liability and a Liquor Liabil-ity Policy naming City as additional insured.
 2. Must be done by catering business that has a liquor en-dorsement from WSLCB to sell outside of their business.

Renters must provide copies of the WSLCB permits and/or catering company liquor endorsement ten (14) days prior to rental.

If damage occurs to the facility that exceeds the damage deposit, a claim may be filled against your insurance policy.

- Alcohol service must stop a minimum of 1 hour prior to the designated end time of your event as specified on your Rental Contract.
- You are responsible for the conduct and behavior of your guests, drinking and otherwise.

Note: Underage drinking is strictly prohibited. If a problem is suspected, the Burien Police will be called and this could result in an immediate end to your event and citations being issued. If this occurs, no refunds will be given and damage deposit will be forfeited.

What are my responsibilities as a renter?

Clean up is the responsibility of the renter and requires the rental area to be set-up and left in the exact condition as upon arrival, including any common area or restrooms used by group or individual.

Renters Responsibility

- Remove all garbage and place in dumpsters located outside the facility.
- Pick up any garbage in common area and restrooms and dispose trash in dumpsters.
- Wipe down all tables with disinfectant spray.
- Clean all floor surfaces. Sweep and mop as necessary. Any spills on floors must be cleaned up immediately.
- Check out with staff prior to leaving.

To ensure the return of your damage deposit, the Customer Service Representative on duty must check the facility before you leave. He/she will point out any areas of concern. Any cleaning and/or repairs that require Community Center staff will be deducted from your deposit. If any additional clean up must be done by the Customer Service Representative, the person who signed the application maybe be billed for clean up fees.

Can I drop off items early and bring additional materials?

Bringing items in early or bringing in additional equipment (i.e. special electrical equipment, chairs, tables, bbq, ladders, etc.) must be pre-approved by the Facility Coordinator. All items must be removed at the conclusion of the event.

Any restrictions to reserving the facility?

Only freestanding floor and table decorations are permitted. Affixing anything to ceiling, walls, doors, columns or windows is prohibited. If decorations are found attached in the room, it will result in forfeiture of your damage deposit funds.

Materials not allowed during rentals include: dried rice, birdseed, confetti, dance wax fog/smoke machines, push tacks, nails, staples, scotch tape, and duct tape.

No flammable materials with the exception of floating candle centerpieces and birthday candles are allowed.

Amplification that produces sound cannot be audible at the distance of 30 feet or farther from the event area except by special permission (i.e. a “Special Event Permit”) from the City.

Major Events will require additional information to address crowd control, overflow parking, and other special circumstances. Staff will determine if a Major Event Request application will need to be completed.

Can I serve food?
You are welcome to bring in food and use warming trays. An extra deposit may be required for rentals booked in Meeting rooms.

Rentals booked in the Seahurst Banquet Room have access to a small kitchenette with refrigerator, prepping area, microwave and sink. (Not a cooking facility)

Is the lobby area part of the rental space?
The lobby area is not included as part of the rental agreement. Food and drink are prohibited in the lobby.

Can I have an Inflatable?
Inflatable Toys for “Private Events” may be brought to the facility if copies of the Inflatable Toy vendor’s proof of insurance and written contract with the rental group is provided a minimum of fourteen (14) days prior to the event. Insurance may be additionally required for Inflatable for non private or “Major Events”.

Am I required to provide a Security Service?
The Burien Parks department may require a renter to provide a Security Service Company at a rental or event. This service would be at the renter’s expense and the Security Company must be preapproved by the Burien Community Center Facility Coordinator.

Can I sell goods or collect fees during my rental?
Concession Sales at the facility will require a performance guarantee payment of \$40 per day. An additional 10% of gross income will be collected if the applicant sells more than the following gross receipts:

- \$400 for one (1) day event
- \$800 for two (2) day event
- \$1200 for three (3) day event

I am renting the Seahurst Banquet Hall & children are attending?
You may want to consider renting one of our meeting rooms for a movie or games to keep children occupied. You will need to arrange for adult supervision and some form of entertainment.

Can I rent for a longer term than 3 months?
Long-term facility use agreements can be negotiated on an annual basis or as determined by the City.

What is the Inclement Weather Policy?
If your group needs to cancel due to inclement weather, the cancellation policy will apply.

If inclement weather affects the ability of the Community Center to operate properly, and we need to cancel a room rental we will contact your rental group and either reschedule or provide a refund.